

12 December 2001

JDTS-W-01-TSCO-019

MEMORANDUM FOR ALL DESIGNATED AGENCY REPRESENTATIVES (DAR)
AND TELECOMMUNICATIONS SERVICE CONTROL
OFFICERS (TSCO) IN THE NATIONAL CAPITAL REGION
(NCR)

SUBJECT: Use of Miscellaneous Obligation Document on the WITS2001 Contract

The Assistant Secretary of the Army for Financial Management has determined and informed the Office of the Secretary of Defense – Comptroller that the Miscellaneous Obligation Document (MOD) will be the appropriate vehicle to demonstrate obligation of funds for costs incurred on the WITS2001 contract. DTS-W does not require a copy of that MOD.

GSA will require funding information (line of accounting) from your agency when you establish a new account. New accounts will be established through DTS-W but changes to your account, for WITS services, will require notifying GSA. The attached memorandum will normally be required at the beginning of the fiscal year for your line of accounting or whenever your Designated Agency Representative (DAR) or financial point of contact changes. GSA will send a reply via fax, e-mail, or postal mail to verify receipt of your letter and to notify you that your account has been changed in TOPS, the GSA billing system. The DAR should maintain a copy of this memorandum as part of their official records.

You may direct your questions to your account manager at DTS-W.

Larry B. Miller
Director

Attachment

MEMORANDUM FOR GENERAL SERVICES ADMINISTRATION,
NATIONAL CAPITAL REGION
FEDERAL TECHNOLOGY SERVICES
NETWORK SERVICES DIVISION

GSA Management Support Center
7th & D St. SW
Room 6038 – CODE: WTTF
Attn: Diane Holder
Washington DC 20407-2812

Subject: Establishment/Change of WITS2001 Accounting Data for Contract
GS11K00BJD0005

The following information is submitted for the establishment/modification of my TOPS
Account under WITS2001:

a. **Requesting Agency Name/Address:** _____

b. **Budget/Certifying Officer/Phone/Fax/e-mail address:** _____

c. **Agency Bureau Code: (check one)**

NAVY-1700; ARMY – 2100; AIR FORCE – 5700; DoD – 9700;

USMC – 1730; NAF Agency - _____; Other - _____;

d. **Line of Accounting /Fund Citation Code:**

e. **Pay Office DFAS Field Site (Operating Location)**

For proper code visit: www.dfas.mil/library

OPLOC: _____

Name and Signature of DAR: _____
